



Rockport Music

The Rockport Chamber Music Festival was launched in 1981 and has since evolved into Rockport Music, a non-profit organization with the mission to enrich lives by bringing great music to the community. Located in the scenic seaport village of Rockport, Massachusetts, Rockport Music still presents the Chamber Music Festival as well as exceptional musical performances and events year round, including classical, jazz, folk and world music, film events, and HD simulcasts from the Metropolitan Opera and England's National Theater.

Shalin Liu Performance Center

In June 2010, the Shalin Liu Performance Center (SLPC), a 334-seat performance facility with state-of-the-art acoustics and breathtaking ocean views opened its doors to rave reviews. Built on the site of the former Haskins Building, a Second Empire Victorian landmark from the 1860's, the Concert Hall was specially designed to be a home for the wide variety of musical performances that Rockport Music offers. Funding for the SLPC was provided through individual donations, grants, and foundation support. Nearly \$20 million was raised for the building, which provides a permanent home for the Rockport Chamber Music Festival and other outstanding offerings throughout the year.

...The Shalin Liu Performance Center, with its floor-to-ceiling windows along the back of the stage, is unquestionably one of the most beautiful concert venues I've ever seen. It sounds pretty good, too. Watching the colors of the sky evolve into dusk over the course of an event or concert is an experience anyone can appreciate.

- Peter Van Zandt Lane, The Boston Music Intelligencer



GENERAL

- ◇ *Overall building*
 - Over 10,000 square feet
 - ADA compliant, including 31-person elevator
 - Silent, computer-controlled HVAC system

RECEPTION HALL

Located on the 3rd floor of the Shalin Liu Performance Center.
Access by elevator or stairs.

- ◇ **Capacity**
 - Standing Reception with bar: 250
 - Sit-down dinner with bar: 150
- ◇ **Room Dimensions**
 - Sun Room (area closest to the ocean): 41'9" wide x 22'7" deep
 - Reception room (connected and perpendicular to Sun Room): 24'3" wide x 47' deep
- ◇ **Available Inventory (*some fees may apply*)**
 - Catering kitchen with commercial refrigerator/freezer, commercial oven/range, two convection ovens, restaurant-style sink, high-speed rack dishwasher
 - Banquet chairs: approximately 160 available
 - Tables: six 8' rectangular, eight 6' rectangular, three 36" rounds, ten 36" round hi-tops, ten 33" cocktail rounds
 - Lectern
 - A/V system with surround sound, built-in projector and a 10' drop-down screen
 - Lectern
 - A/V System with surround sound, built in projector and 10' drop down screen.

CONCERT HALL

- ◇ **Capacity**
 - Seating Capacity: approximately 334
 - Stage Dimensions: 16' deep by 29' wide
 - Food and beverages are NOT permitted in Concert Hall
 - Use of the grand piano may be arranged for an additional fee
 - Special lighting and a/v services are available

PARKING

All renters must consider and commit to a parking plan at the time the contract is signed. There are several local options.

- On street (some metered/kiosk and some free)
- Rockport Music's Box Office and administrative office parking at 16 Main St. (across the street from SLPC) has approximately 50 parking spaces. Cost for use of lot, including a parking attendant, is \$300.

**** ALL alcohol must be purchased through Rockport Music. NO EXCEPTIONS.** This is per the laws of the Commonwealth of Massachusetts.



FREQUENTLY ASKED QUESTIONS



WHAT HOURS IS THE HALL AVAILABLE TO RENT?

The Shalin Liu Performance Center is located in a mixed commercial/residential area. Consequently, we try to minimize the impact of people arriving and departing from the hall on our neighbors. In general, we do not open the hall for deliveries prior to 8 AM and events are expected to be completed by 11 pm and catering departing by midnight. Depending on the event, load in may require 1 ½ to 3 hours. Please discuss with your caterer and consider it as part of your overall rental time.

DOES ROCKPORT MUSIC PROVIDE EVENT COORDINATING SERVICES?

No. We can make recommendations, but the Director of Rental Events IS NOT an event coordinator. All events will have Rockport Music manager assigned for the duration of the event, but the manager is not responsible for event coordination. The manager has final say in policies and procedures and the renter—and their guests or patrons—must comply with the manager's decisions. This is required for the health and safety of anyone on the premises as well as minimizing the imposition on the SLPC's neighbors. If extra staffing is required additional costs will apply. Staffing requirements are left solely to the discretion of the Operations Manager. Only one event will be scheduled in the entire Shalin Liu Performance Center at any given time.

MAY WE HAVE A DJ OR LIVE BAND FOR OUR EVENT IN THE RECEPTION HALL?

The Shalin Liu Performance center is located in a mixed commercial residential area, so we are subject to the local Town of Rockport noise ordinances. DJs and bands must be aware that volume levels will be monitored and should be followed during the function. The manager is the final arbiter of what is an acceptable noise level; if the DJ or renter does not abide by the manager's requests, the Rockport Police will be contacted. Also note, for safety, noise levels, and HVAC purposes, all reception hall windows and French doors must remain closed.

ARE WE ALLOWED TO BRING IN OUR OWN ALCOHOL?

All alcohol MUST be purchased by Rockport Music through our own licensed Massachusetts beverage distributors. Renters and their caterers may NOT bring alcoholic beverages into the venue. Failure to adhere to this policy may result in a fine and discontinuation of all alcoholic beverage service during the event.



GUIDELINES SERVICES AND FEES

RECEPTION HALL RENTAL GUIDELINES

Logistical Specifications:

- ◇ Renters must provide Rockport Music with all event specifications for the event at least 2 weeks prior to the scheduled event.
- ◇ Decorations may not be attached to the walls or hung from the light fixtures.

Load in/Load out

- ◇ Depending on the event, load-in may require 1 ½ hours to 3 hours. Please discuss with caterer and consider in your overall rental time. Load out should be completed within 1 hour after the scheduled end of the event and should conclude by midnight.

Cleanliness

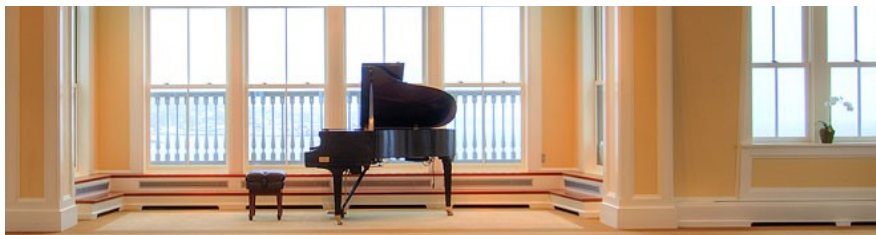
- ◇ The Reception Hall and Kitchen MUST BE left in the same condition as it was when load-in began.
- ◇ Kitchen should be clean with countertops wiped and any food debris cleared.
- ◇ Any rented tables, linens, glassware, etc., should be collected in one area near the elevator for pick-up by the rental vendor.
- ◇ Rockport Music supplies/equipment utilized should be put in order (chairs stacked on dollies and in closets, tables broken down and placed in closet).

Equipment Rental Delivery/Pick-up:

- ◇ Must be coordinated with Rockport Music to ensure staff is on-site to receive delivery personnel.

BEVERAGE SERVICE POLICY

- ◇ Identification: All persons requesting alcoholic beverages must be prepared to present a positive proof of age when asked by a bartender, service person, manager or security officer. A valid driver's license or picture ID with proof of age must be presented.
- ◇ Under-age consumption: Parents and/or guardians may not purchase or provide alcohol to underage guests.
- ◇ Serving: Alcohol must be served by Rockport Music staff or an approved TIPS-certified bartender. Alcoholic beverages MAY NOT BE brought onto the property.
- ◇ Consumption: Alcoholic beverages may be consumed in moderate amounts only. Excessive consumption of such beverages and/or intoxication is strictly prohibited.
- ◇ Limits: Alcoholic beverage service is limited to a maximum of 4 hours and will be discontinued ½ hour prior to the scheduled end of the event. For example, if the event is scheduled to end at 11 PM, alcohol beverage service will be discontinued at 10:30 PM.
- ◇ Intoxication: Persons showing signs of intoxication will not be served alcohol. Bartenders, service personnel and managers may refuse alcoholic beverage service to any guest.
- ◇ Food: Whenever alcohol beverages are being served, food must be provided for the duration of the beverage service.
- ◇ Bar Order: All alcohol beverage orders must be placed by Rockport Music staff through a licensed Massachusetts beverage distributor AT LEAST 30 DAYS PRIOR TO THE EVENT. Neither renters nor their caterers may provide any alcoholic beverages of any kind. Failure to adhere to this policy will result in a fine and discontinuation of all alcoholic beverage service at any time during the event.



RENTAL RATES AND FEES

FRIDAY, SATURDAY, SUNDAY	Commercial/Private
<i>Concert Hall</i>	\$3,000
<i>Reception Hall</i>	\$3,250
<i>Entire Shalin Liu Performance Center</i>	\$4,500
<i>Reception Hall—Peak Season (May—September)</i>	\$3,750
<i>Entire SLPC—Peak Season (May—September)</i>	\$5,500
MONDAY—THURSDAY	Commercial/Private
<i>Concert Hall</i>	\$2,250
<i>Reception Hall</i>	\$2,750
<i>Entire Shalin Liu Performance Center</i>	\$3,750

*****PLEASE INQUIRE ABOUT OUR SPECIAL RATES FOR NON-PROFIT ORGANIZATIONS.**

OTHER FEES

- ◇ Overtime Fee: Each rental period includes 1½ hours for load in and 1 hour for load out, so a total of 2 ½ hours. Events that require additional load in and/or load out time may incur an additional fee.
- ◇ Audio Equipment: Standard A/V services are provided as part of the rental price. For special requirements, costs range from \$150-\$500.
- ◇ Lighting Design: Standard concert lighting is provided as part of rental price, but specialty lighting is an additional \$200 or more, depending on your needs.
- ◇ Piano Usage: \$325, includes piano tuning.
- ◇ Parking: Rockport Music's Box Office and administrative office parking at 16 Main St. (across the street from SLPC) has approximately 50 parking spaces. Cost for use of lot, including a parking attendant, is \$300.
- ◇ Bartending: Rockport Music will provide bartenders at \$40/hour per bartender. The number of bartenders needed depends on your guest count.
- ◇ Catering Fee: \$350 fee if renter uses a vendor not on Rockport Music's Preferred Vendor List.



Caterers

<p>Tim S. Hopkins Catering 8 Scot's Way Essex, MA 978-768-9990 Chris Hopkins: chris@tshcatering.com tshcatering.com</p>	<p>Willow Rest 11 Holly Street Gloucester, MA Melissa Donati: 978-283-2417 willowrest.com</p>
<p>Relish P.O. Box 282 Manchester by the Sea, MA 01944 978.468.9609 relishcateringandevents.com</p>	<p>Vinwood Caterers 3 Union Street Ipswich, MA 01938 978-356-3273 vinwood.com</p>
<p>East Meets West 212 Old Colony Ave Boston, MA 02127 617.269.2662 eastmeetswestcatering.com</p>	<p>Capers 21 Emerson Street Stoneham, MA 781-279-5100 or 800-465-6509 caperscatering.com</p>
<p>Creative Catering 58 Park Street Beverly, MA 978-921-0448 creative-catering.com</p>	<p>Chive 252-R Rantoul Street Beverly, MA 01915 978-969-3316 chiveevents.com</p>

Rentals

<p>Gloucester Rentals 978-281-3266 glourental.com</p>	<p>Rentals Unlimited 781-341-1600 rentals-unlimited.net</p>
<p>Peterson Party Center 781-729-4000 ppcinc.com</p>	<p>Event Company 978-283-4884 rentent.com</p>

Florists

<p>Celia's Flower Studio 978-879-4490 celiasflowerstudio.com</p>	<p>Lilac and Lilly 978-473-9194 lilacandlillyfloraldesign.com</p>
<p>Sage 978-282-9582 sagefloralstudio.com</p>	<p>La Reve Floral Design 978-270-4488 larevefloraldesign.com</p>

Photographers

<p>Look of Joy-Jurek Schreiner lookofjoyphotography.com</p>	<p>Alexandra Jarige jarigephotography.com</p>
<p>Tim Correira timcorreira.com</p>	<p>Erica Ferrone erricaferrone.com</p>
<p>Hadrien Dimier hadriendimier.com</p>	<p>Jon Tadiello theimagestandard.com</p>